CONTROL NO.

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OC-008

1. TITLE OF REPORT (If a fill-in report include Form No.)	2. TYPE OF REPORT		
		STATISTICAL	
		NARRATIVE	
TOP SECRET Inventory		X	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL	
	LOGISTICS	1	SECURITY		OTHER (specify)	
	MEDICAL		FINANCE	2	**COMMUNICATIONS**	

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
Check & Correct Listing	Annually	

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT
	X	YES	IF YES GIVE ADP PROCESSING NO.	
Computer print-out		NO	Unknown	Per OC-RMS

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
OC-SCD	Feeder to OC-RMS

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	$3.89		8		$31.12		1/year		$31.12

B. COSTS OF COMPUTER PRODUCED REPORTS

	TOTAL COSTS PER YEAR	$31.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
		MAN-HOURS	DOLLARS
RETAIN AS IS OTHER (explain)			25X
CHANGE			
DISCONTINUE			

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
5 October 1970		

25X1